

# MEMORANDUM



**MWH**

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|-----------------|--|-------------------|--|
| <b>To:</b>      | All Attendees                            | <b>Date:</b>      | 1/07/02  |
| <b>From:</b>    | Montgomery Watson Harza<br>Dallas, Texas | <b>Reference:</b> | 12/13/01 Bosque and Leon Rivers<br>Watershed Study Project Team<br>Meeting |
| <b>Subject:</b> | Meeting Notes                            |                   |  |

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The following is a final copy of the meeting notes from the events and issues discussed during the December 13, 2001, perchlorate project team meeting held in Waco, Texas. The topics are organized in the same order as the meeting agenda.

**Attendees:**

United States Army Corps of Engineers – Fort Worth District (USACE) - Wayne Elliott  
Brazos River Authority (BRA) – Mike Meadows, Kyle Headley and Rob Fuentes  
Montgomery Watson Harza (MWH) – Ron Hartline and Kartik Gandhi  
The Institute of Environmental and Human Health at Texas Tech University (TIEHH) - None  
Texas Natural Resource Conservation Commission (TNRCC) – Frank Burleson  
Environmental Protection Agency (EPA Region 6) – Jeff Riley  
City of Waco – Rick Howard

- I. Welcome and Housekeeping
  - A. Welcome and introduction of attendees.
- II. Progress Report – U.S. Army Corps of Engineers – Mr. Elliot
  - A. The contract between USACE and MWH has been amended to include the GIS scope of work to be completed during the project. A GIS project kickoff meeting was held between MWH and USACE on November 20, 2001 at USACE offices in Fort Worth. MWH is currently working with Bryon Haney (USACE) to collect additional electronic data and get the Needs Assessment completed.
    - *Mr. Meadows inquired about project financing for the next calendar year of the project.*
    - *Mr. Hartline indicated that this topic needed discussion, since funding for several of MWH's original tasks (project management, prepare for and attend team meetings, prepare meeting notes, website updates, progress reports etc ..) currently run out in January 2002.*
    - *Mr. Elliot recommended using the original BRA-MWH schedule as a guideline for reviewing 2002 funding.*
    - *Mr. Meadows saw a need for BRA, MWH, Texas Tech and USACE to have a separate meeting to discuss this issue rather than discussing this topic in the team meeting. He recommended meeting early next year.*

- *Mr. Elliott agreed to talk with Brian Condikey (USACE) about 2002 financing issues, and set up this meeting as soon as possible.*

### III. Progress Report - Texas Tech University – None

- *Mr. Meadows suggested that the plant data (smartweeds) needed to be reviewed and that the team needed to follow up on fish tissue results.*

### IV. Progress Report - Montgomery Watson Harza - Mr. Hartline

- A. The project bibliography is nearing completion. MWH has received the Navy data from USACE and all documents provided by Dr. Owen Lind. The only outstanding documents to be added to the data repository include documents from Dr. Joe Yelderman.
  - B. The project website has been updated and the minutes of this meeting will be added during the December update.
  - C. The draft water budget was completed and a copy was passed around for brief review. It will be incorporated into the draft CSM document
  - D. The “draft” CSM report outline was distributed to all attendees for review and discussions. Consolidation of the water budget, local geology, limnology, and fate and transport discussions will begin to be incorporated into the draft report over the next several weeks. The goal is to have the draft CSM report completed by the end of January 2002.
  - E. MWH is in the process of collecting and reviewing GIS data from USACE and BRA. Delays in obtaining this data will push back the completion of the data themes task by approximately two weeks.
- *Mr. Hartline re-interated the need to extend the budgets for project management, prepare for and attend team meetings, prepare meeting notes, website updates, progress reports, etc..included in the original MWH authorization.*
  - *Mr. Elliot suggested speaking to Brian Condikey (USACE), but indicated that this procedure was straightforward and more budget could be added to the original contract to extend these tasks into the future.*
  - *Mr. Hartline also asked for all team members to be prepared to review the Conceptual Site Model report for quality assurance before the next team meeting.*
  - *Mr. Gandhi presented a “draft” GIS map that included all the analytical perchlorate data (surface water, sediment, groundwater, soil, and storm water) obtained from various sources (Navy, TNRCC, Texas Tech).*
  - *Mr. Howard said that he would provide locations for City of Waco perchlorate data as soon as possible.*
  - *Mr. Meadows indicated that the Navy data seemed incomplete. Some detections in Lake Waco and Lake Belton were not showing up during the presentation. MWH indicated that they would check into this issue.*

### VII. Next Meeting:

The next team meeting is scheduled at 10:00 AM on February 12<sup>th</sup>, 2002 at the MWH Dallas office.

Adjourn